

United States Bankruptcy Court
Western District of Washington

Debtor's Requirement to Send Documents to the Trustee

IMPORTANT INFORMATION - Please Read

In addition to the documents you are required to file with the court, there is additional documentation that you are required to send to the trustee assigned to your case. The name and address of your trustee is listed on the meeting of creditors notice that the court will mail to you.

In accordance with 11 U.S.C. § 521, Interim F.R.B.P. 4002, and Interim Local Bankruptcy Rule 4002-1, chapter 7 and chapter 13 individual and joint debtors are required to provide **COPIES** of the following documents (or evidence that such document(s) do/does not exist) to the trustee AT LEAST 7 calendar days prior to the first date set for the § 341 meeting of creditors.

1. Your **Federal income tax return** (or transcript) for the most recent tax year ending immediately before filing your bankruptcy petition.
2. All of your **payment advices** or other evidence of payment (i.e., pay stubs and/or earnings statements) that you received within 60 days before filing your bankruptcy petition. (For chapter 13 cases, pay advices must be sent to the trustee **NO LATER THAN 15 days** after the petition is filed.)
3. **Statements** for each of your checking, savings and investment accounts, including money market accounts, mutual funds and brokerage accounts for the time period that includes the date of the filing of the petition.
4. An **original signed declaration** attached to the front of the documents listed above. A declaration is attached to this notice that contains the required language. If you have a joint case, both debtors must sign the declaration.

If you fail to provide this documentation to the trustee **AT LEAST 7 calendar days** before your § 341 meeting of creditors, your case may be **DISMISSED**.

The trustee may request that you provide additional documents depending upon your case. In addition to the duties described in this notice, you may also have other duties to perform that are not listed here.

If any of the documents listed in this notice are filed with the court, the court will not forward them to the trustee. It is the debtor's responsibility to send these documents directly to the trustee.

For further information, please refer to the Self Help Filing Information located on the bankruptcy court's web site at www.wawb.uscourts.gov.

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF WASHINGTON

In re

Debtor(s)

Bankruptcy Case No.

Declaration Re: Debtor's Required Documents for Trustee

I/we declare under penalty of perjury that the attached documents are true copies of the originals.

Please check the documents from the following list that are attached to this declaration.

- ☐ Federal Income Tax Return
 - ☐ Payment Advices (i.e., Pay Stubs and/or Earning Statements)
 - ☐ Checking, Savings or Investment Account Statement(s)
 - ☐ Other (please explain)_____
- _____
- _____
- _____

Debtor's Printed Name

Debtor's Signature

Date

Joint Debtor's Printed Name
(If any)

Joint Debtor's Signature
(If any)

Date